KANSAS FLOODPLAIN MANAGEMENT TIPS



August 2016

Association of State Floodplain Managers Conference

The Association of State Floodplain Managers (ASFPM) held its annual conference in Grand Rapids, Michigan. Over 1,000 people attended the conference. Conference activities began on June 19 and concluded on June 24, 2016. Community officials from Kansas attended. Tom Morey and Dane Bailey from Kansas Department of Agriculture/Division of Water Resources were presenters.

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Jon Bristor and Mark Vonachen with Kansas Association for Floodplain Management (KAFM) attended a chapter association meeting during the conference. A Region Seven early bird session was held for just the people from Kansas, Missouri, Iowa and Nebraska. There were great plenary sessions with key speakers. The breakout sessions were broken up in to tracks. Each track had a particular topic to focus on. With so much variety there is always an interesting track to choose from. This year the tracks were based on the following 9 topics:

- State Floodplain Management and Hazard Mitigation (Special track on Wednesday only.)
- Water Resource Management
- National Flood Insurance Program
- Flood Loss Mitigation
- Levees, Dams and Barriers
- Education and Outreach
- Modeling (Riverine and Coastal)
- Floodplain Mapping
- Showcase Sessions.

Next year this fantastic conference will be held in Kansas City, Missouri from April 30 to May 5, 2017. The conference is near the border and KAFM has joined with the



Missouri Floodplain and Stormwater Managers Association (MfSMA) to host this conference. There should be scholarships to help pay conference fees and discounted conference fees for people in Kansas. Floodplain Managers in the Kansas City area who can't attend the conference could attend for part of a day and act as a volunteer to monitor a room while they hear great speakers. Volunteers can attend those sessions they are volunteering for without fees. More details will be provided at the next KAFM Conference. Conference scholarships and opportunities will be offered first to KAFM members because the organization is hosting.

Learn more at the KAFM conference on September 7-8 in Mulvane. Additional information will be posted at the KAFM website: http://www.kafm.org/ . Come to Mulvane in September and Kansas City, Missouri next April for great conferences.

Be Prepared

Dustin Parks, Floodplain Manager for Dickinson County, took a free class on damage estimating provided by the Kansas Department of Agriculture/Division of Water Resources on April 28, 2016. The class involved examples of how to gather data, using software for damage estimations and a practice walkthrough of a home. Dustin used what he learned less than four weeks later. A tornado struck Dickinson County on May 25, 2016. The tornado was on the ground for an hour and a half. It was an EF-4 tornado with 180 mile per hour winds.

The tornado left a path of destruction across Dickinson County crossing through floodplains and moving eastward. Dustin quickly determined which properties had damage and were also in the

estimations himself.

floodplain. He provided an initial list to Division of Water Resources. Damage was less than substantial to most structures. One property was determined to be substantially damaged. Dustin did all of the damage

Dustin was prepared and ready when bad things happened in his community. He had attended training. Training is one of many ways to be prepared in advance. A number of on line trainings exist. The Division of Water Resources (DWR) offers a free class several times each year on Post Flood Responsibility.

Another way to be prepared is to make a disaster supply kit. Make two kits. Have a kit for your home and family and a second kit for your work. The kit for your home would have extra medication, copies of insurance policies, food, water, cash and the things you'll need to get by after the disaster. Knowing your family has supplies they need reduces stress and frees you up to help the citizens who will be relying on you. When disasters happen Floodplain Managers have all of the same stress as everyone else but they have to worry about their citizens as well as themselves.

The kit for work would have supplies in it to run things if your office is destroyed or without power for a time. The work kit would include preprinted permit forms and notice signs that you can't make without electrical power to a printer. Work kits would have clipboards, flash lights, spare batteries, digital camera, hard hat and tape measure. Think about what you'll need if you have to do damage estimations and run your office from the front seat of your car.

Prepare for the disaster by talking to your family about how you'll get in touch after a disaster. Many people plan to rely on cell phones and that doesn't always work. Phone networks are over loaded. Tornados can destroy cell phone towers just as easily as they destroy homes and businesses. Have a designated rendezvous location. There are websites that families can use to find one another. Talk to your own family about a website you may use to find them:

- http://www.redcross.org/safeandwell
- http://umr.missingkids.org
- https://egateway.fema.gov/inter/nefrls/home.htm
- https://www.facebook.com/about/safetycheck/

The things you do now can make you better prepared when disasters happen. A disaster is going to happen in every community sooner or later. Start your preparations today.







Put it in Writing

Every community has a set of floodplain regulations. Those regulations may be codified or be in a stand alone ordinance or resolution. Floodplain regulations spell out a set of requirements the community will use to manage the floodplains. Most floodplain management regulations tend to be somewhat general. The regulations will state that a permit is required and what the permit criteria will be. On the other hand, those regulations don't get in to the minute details of the permit process.

It is a good idea to have written administrative procedures that spell out the details that are not found in the adopted floodplain regulations. Regulations say that floodplain development permits are required but those regulations don't say who signs the permits, where permits are filed, who is the next person to contact if the Floodplain Manager is out of the office, when elevation certificates are required and what the steps to review a permit will be.

Written administrative procedures are an in house document that you can use to spell out all of the finer details of floodplain management that do not appear in the ordinances or resolution. Community officials who create written administrative procedures usually show those written administrative procedures to their governing bodies. These are in house procedures and don't need to be published or signed. Having the approval of your governing body will avoid any confusion later. Your governing body can't say you are doing your job in a way they don't approve of as long as you follow the procedures they reviewed with you and accepted.

No citizen can say you are treating him or her differently than someone else if you always follow the same method for every property as spelled out in written administrative procedures. Consistency is a key to regulating effectively. Written steps ensure consistency.

Written administrative procedures are a great tool to have in place when disasters happen. The morning after a disaster is not the time to decide how to do damage estimations and what method you'll use for determining fair market value. Have all of those decisions made in advance and spelled out in written procedures. Your written procedures can even spell out how you will allow citizens to appeal a substantial damage determination and the forms of documentation you will accept. Disasters can be very stressful for everyone involved. Having clear guidelines and everyone knowing what the rules are will reduce the levels of stress, help you work more efficiently and resolve complaints.

You may have been doing your job for twenty years and feel comfortable in what you do without a set of written administrative procedures. Think about the future. You will eventually retire or change jobs. The next person to have your job can read those procedures that you write and know how things should be done. Having everything in writing leads to continuity of operations, a smooth transition when there are staff changes.

Staff at Division of Water Resources (DWR) used guidance documents provided by the Federal Emergency Management Agency (FEMA) to write a basic set of written administrative procedures. Communities may use this document as a building block to write their own set of written administrative procedures. The DWR version is as close to a fill-in-the-blanks template as could be made but there is no document that will work for every small town, unincorporated county and large city. Each community will have to modify the document to make it work for them.

Contact Steve Samuelson at steve.samuelson@ks.gov to request a copy of the DWR written administrative procedure sample. Consult with Steve Samuelson at 785-296-4622 in the case that you need help or advice to create or update written administrative procedures.

Training Opportunities

The Floodplain Management Program will host the following training sessions throughout Kansas. If you are interested in any of the no-cost training opportunities, please contact Tom Morey at 785-296-5440 or Steve Samuelson at 785-296-4622. A training registration form is in this newsletter.

Post Flood Responsibilities

This free class is intended for community officials responsible for administering floodplain management regulations. The course focuses on what to do during and after a disaster event. Topics include substantial damage, permitting, Increased Cost of Compliance and violations. Allowed 3.5 hours for certified floodplain managers. Limited to 20 participants.

•Valley Center - Nov. 3, 2016 8:30 a.m.-12:30 p.m.

Violations and Enforcement in Floodplain

This free class is intended for community officials responsible for enforcing floodplain management regulations. The course will focus on various types of violations, how to correct violations and enforcement procedures. Allowed 3.5hours for certified floodplain managers. Limited to 20 participants.

• Overland Park- Oct. 4, 2016 8:30 a.m.-12:30 p.m.

Basics of the National Flood Insurance Program

This class is for officials responsible for administering their local floodplain management ordinance. The focus is on the National Flood Insurance Program (NFIP) and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance. Allowed 3.5 hours for certified floodplain managers. Limited to 20 participants.

•Council Grove - Oct. 12, 2016 8:30 a.m.-12:30 p.m.

Find more information about floodplain management from Kansas Department of Agriculture Division of Water Resources on line at:

http://agriculture.ks.gov/divisions-programs/dwr/floodplain

Email saves money on postage. The electronic newsletter also has links and the photos are in color. If you are getting this newsletter by postal mail and would prefer email please contact Steve Samuelson at steve.samuelson@.ks.gov.

Mark your calendar. The Kansas Association for Floodplain Management 2016 conference will be September 7 and 8 in Mulvane. More information will be posted at the website: www.kafm.org. Registration will be done through a link on the website. If you have questions about registration please contact Don Slone, Chairman, at 913-667-1708.

Kansas Department of Agriculture Division of Water Resources Floodplain Program **Training Registration Form**

Name			
Address			
City	State	Zip	
Γelephone	Fax		
E-mail			
Name, date and locati	on of training you will attend		

Please mail or fax your registration to:

KANSAS DEPARTMENT OF AGRICULTURE FLOODPLAIN MANAGEMENT PROGRAM 6531 SE Forbes Ave., Suite B **TOPEKA, KS 66619**

Fax to: 785-296-7155

For questions about training, please contact Steve Samuelson by email at steve.samuelson@ks.gov or by phone 785-296-4622, or contact Tom Morey at tom.morey@ks.gov and 785-296-5440.

^{*}Please share this invitation with anyone else who could benefit from the training.

^{**}Classroom locations will be sent to registered participants one week before the training.

Please help us keep our records current. If the name that appears on this newsletter is for an individual no longer with your organization, please call 785-296-4622, or email steve.samuelson@ks.gov to report the change.

046-17 Kansas Department of Agriculture Division of Water Resources Topeka Field Office Floodplain Management 6531 SE Forbes Ave., Suite B Topeka, KS 66619

ASFPM 2017 National Conference in Kansas City

The 2017 Association of State Floodplain Managers National Conference will be April 30 to May 5, 2017 in Kansas City, Missouri This conference is an excellent opportunity for floodplain managers to receive training on mapping technologies, regulations, permitting, outreach and best practices. It is estimated the conference will be attended by more than 1,000 floodplain management professionals. This conference is great chance to meet people for networking and to learn the latest news in floodplain management. Don't miss out on this opportunity for this conference when it is so close. Contact Tom Morey to find out about scholarships to attend this conference.

KDA/DWR Water Structures Floodplain Program Staff

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